



## Building Department

Zoran Savic  
Building Commissioner

### Vacant Building Registration Form

Pursuant to Article VI – Vacant Building – Section 18-505 of the Village of Lansing Municipal Code, the owner of any building shall, within ten (10) days after a building becomes vacant, register each such building with the Building Commissioner, and each year thereafter by filing a **Vacant Building Registration Form**.

- An annual, non-prorated, non-refundable **\$200.00 Registration Fee** shall be required at the time of registration for each vacant building.
- An owner shall notify the Building Commissioner within fifteen (15) days of any change in registration information by filing and **Amended Registration Form**.
- A **Vacant Building Plan** must be submitted with registration including evidence of current/appropriate insurance. (Please see reverse side for instructions.)
- The owner of a vacant building is required to annually renew the registration on the anniversary date of the first filing. The annual renewal will include a new **Vacant Building Registration Form** and payment of the **\$200.00 Annual Registration Fee**.

Initial Registration for year \_\_\_\_\_

Amended Registration for year \_\_\_\_\_

Registration to be filed annually for each vacant building.

Any changes to this registration must be reported within 15 days

Vacant Building Address: \_\_\_\_\_, Lansing

Parcel Identification Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Principal Owner of Corporation or LLC \_\_\_\_\_

Address (No P.O. Box Numbers) \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Owner Name: \_\_\_\_\_

Principal Owner of Corporation or LLC \_\_\_\_\_

Address (No P.O. Box Numbers) \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**If there are additional owners, please list on the reverse of this sheet and provide the information as set forth above for each additional owner.**

Registered Agent Name: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Emergency \_\_\_\_\_

I hereby certify that I have examined this Vacant Building Registration Form and that, to the best of my knowledge and belief, it is true, accurate and complete. I am aware that failure to provide suitable evidence of adequate insurance or submittal of an incomplete or inaccurate form shall be deemed NOT to satisfy the requirements of Section 18-505 of the Municipal Code for the Village of Lansing.

Signature of: \_\_\_\_\_ Owner \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_